

[| NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 1441.1D**Effective Date: February 24,
2003Expiration Date: February
24, 2013[Printable Format \(PDF\)](#)

Subject: NASA Records Retention Schedules (w/Change 3, 1/31/06)**Responsible Office: Office of the Chief Information Officer**

[| TOC](#) | [Preface](#) | [ChangeHistory](#) | [Introduction](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) |
[Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) | [Chapter9](#) | [Chapter10](#) | [AppendixA](#) | [AppendixB](#) |
[AppendixC](#) | [AppendixD1](#) | [AppendixD2](#) | [ALL](#) |

Chapter 2. NRRS 2

Legal and Technical Records

This records schedule is one of a series of schedules, approved by the Archivist of the United States, which furnishes authoritative instructions for the retention, destruction, or retirement of records held by NASA Centers or other offices.

This schedule grants continuing authority for the disposition of records already accumulated or to be accumulated in the future.

LEGAL

The records described in Schedule 2 pertain to the management and operation of NASA's legal and patent functions. They are created and accumulated by organizations that have management control or formulate and prescribe legal or patent policies and procedures and by activities and offices applying these procedures. This schedule describes the pertinent categories and specifies the retention period and dispositions for each.

TECHNICAL

In addition, Schedule 2 also includes records that pertain to the management and operation of NASA's scientific and technical information programs, including the technology utilization offices. These records include the published formal series of scientific and technical information, the routine operating procedures which include sending the contracting officer a copy of all correspondence with the contractor pertaining to contract administration, and the patent counsel copies of reportable items and data, and all correspondence relevant to innovations and potentially patentable inventions.

<u>AFS #</u>	<u>ITEM</u>	<u>SUBJECT AREA OR RECORD TITLE</u> <u>DESCRIPTION OF RECORD SERIES</u>	<u>RETENTION</u> <u><Authority></u>
2000-2999		LEGAL AND TECHNICAL	(see below)

	0.1	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>This disposition applies to electronic copies of all items covered under Disposition Jobs N1-255-94-1 and N1-255-94-3, in the NASA Records Retention Schedule 2, with the following exception:</p> <ul style="list-style-type: none"> • Item 13 (Automated Data Processing (ADP) Records -- General) <p>In addition, this disposition does not apply to any item already covered by the General Records Schedules.</p>	
		A. Electronic copies created on electronic mail and word processing systems that have no further administrative value after recordkeeping copy is made.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED AND DISSEMINATION, REVISION, OR UPDATING IS COMPLETED. <DA: N9-255-00-02>
		B. Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	DELETE WHEN DISSEMINATION, REVISION OR UPDATING IS COMPLETED. <DA: N9-255-00-02>
2000		Laws and Legal Matters	(see below)
2000	1	FEDERAL PERSONNEL SURETY BOND FILES <p>A. <u>OFFICIAL COPIES OF THE BOND AND ATTACHED POWERS OF ATTORNEY</u></p>	

		1. Bonds purchased before January 1, 1956.	DESTROY 15 YEARS AFTER BOND BECOMES INACTIVE. [GRS 6-6a(1)] (N 2-7)
		2. Bonds purchased after December 31, 1955.	DESTROY 15 YEARS AFTER THE END OF THE BOND PREMIUM PERIOD. [GRS 6-6a(2)]
		<u>B. OTHER BOND FILES. INCLUDING OTHER COPIES OF BONDS AND RELATED PAPERS</u>	DESTROY WHEN BOND BECOMES INACTIVE OR AFTER THE END OF THE BOND PREMIUM PERIOD. [GRS 6-6b]
	1	<u>C. SURETY BOND REVIEW FILES AND DOCUMENTS RELATING TO THE REVIEW OF THE LEGAL SUFFICIENCY OF SURETY BONDS.</u>	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1>
2000	2	PATENT FILES <u>A. PATENT SOLICITATION CASE FILES</u> Files may include but are not limited to the following records, including invention disclosures (whether patented or not) received by NASA via another Agency through a contract; invention dockets containing pertinent correspondence on inactive cases, abandoned applications, and closed items; and invention disclosure logs and ledgers showing reported invention disclosure, date, disposition, and US Patent Office action.	
		1. Files for specific invention disclosures for which no patent application was filed.	RETIRE TO FRC 6 MONTHS AFTER CASE IS INACTIVE. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 13-9)
		2. File for specific invention disclosures for which patent application was filed.	RETIRE TO FRC 6 MONTHS AFTER PATENT IS ISSUED. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		3. Soliciting instructions to Centers regarding procedures for soliciting.	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-94-1>

		B. <u>DETERMINATION OF RIGHTS</u> to Employee Inventions, including documents pertaining to Executive Order 10096, et seq.	RETIRE TO FRC 6 MONTHS AFTER CASE IS INACTIVE OR 6 MONTHS AFTER PATENT IS ISSUED. DESTROY WHEN 25 YEARS OLD. <DA: N1-255-94-1>
		C. <u>ASSISTANCE TO OTHER AGENCIES ON PATENTS</u> Files include legal assistance given to other Agencies on patent matters.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 13-13)
		D. <u>PATENT-SOLICITING INSTRUCTIONS TO JPL</u> regarding solicitation procedures.	DESTROY WHEN 1 YEAR OLD. <DA: N1-255-94-1>
		E. <u>ALL OTHER OFFICES/COPIES.</u>	DESTROY WHEN OBSOLETE OR SUPERSEDED. <DA: N1-255-94-1>
	2.5	ALTERNATIVE DISPUTE RESOLUTION (ADR) FILES Alternative Dispute Resolution (ADR) is any Procedure, conducted by a neutral third party, used to resolve issues in controversy, including but not limited to, conciliation, facilitation, mediation, fact finding, minitrials, arbitration, and use of ombudsman. The records covered relate to techniques and processes used by NASA ADR program in resolving disputes with or between its own employee	
		A. General files including correspondence and copies of statutes, regulations, meeting minutes, reports, evaluations of ADR program, and other records relating to NASA ADR program.	DESTROY WHEN 3 YEARS OLD [GRS 1, Item 27]
		B. Case files documenting ADR proceedings.	DESTROY 3 YEARS AFTER SETTLEMENT IS IMPLEMENTED OR CASE IS DISCONTINUED [GRS 1, Item 27]
2001		General	Contact Center Records Mgr
2010		Litigation: Courts	Contact Center Records Mgr
2011		United States District Court	Contact Center Records Mgr
2012		United States Court of Federal Claims	Contact Center Records Mgr

2013		United States Court of Appeals for the Federal Circuit	Contact Center Records Mgr
2014		Other Federal Courts	Contact Center Records Mgr
2015		State Courts	Contact Center Records Mgr
2020		Litigation: Administrative Proceedings	Contact Center Records Mgr
2021		Comptroller General Cases	Contact Center Records Mgr
2022		Board of Contract Appeals Cases	Contact Center Records Mgr
2025		Alternative Dispute Resolution	Contact Center Records Mgr
2026		Protests: Agency and Contracting Officer	Contact Center Records Mgr
2030		Litigation: Procedural Matters	Contact Center Records Mgr
2050		Courts, Boards, and Arbitration Procedures and Rules	Contact Center Records Mgr
2060		Statutes and Legislation	Contact Center Records Mgr
2070		Legal Opinion / Advice Files	(see below)
2070	3	LEGAL OPINION/ADVICE FILES	
		Documents reflecting legal opinions/advice, or legal research memos, incident to the interpretation of statutes (ethics), regulations, and other legal matters concerning NASA. This record series can, or may include legal opinions or client advice.	
		A. <u>PAPER DOCUMENTS</u>	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 13-3)
		A. <u>ELECTRONIC MEDIA</u> Headquarters Only, Office of General Counsel	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
2080		Claims	(see below)

2080	4	<p>CLAIMS FILES Case files relating to claims in favor of, or against, the Government for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omissions of acts. Included, but not limited to, are tort claims (2 yr. statute of limitation), maritime claims, foreign claims, international treaties, Space Act claims, and personal property claims.</p> <p><u>A. SPECIAL MASTER CLAIMS</u></p>	
		Claims established when many claims result from a single accident, incident, or disaster.	<p>RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON CASE. DESTROY WHEN 28 YEARS OLD.</p> <p><DA: N1-255-94-1> (N 13-1)</p>
		<u>B. ROUTINE ALLOWED OR DISALLOWED CLAIMS</u>	
		1. Claims involving personal injury or a minor.	<p>RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON THE CASE. DESTROY WHEN 28 YEARS OLD.</p> <p><DA: N1-255-94-1></p>
		2. All other claims.	<p>RETIRE TO FRC 2 YEARS AFTER FINAL ACTION ON CASE. DESTROY WHEN 8 YEARS OLD.</p> <p><DA: N1-255-94-1></p>
		<u>C. REPORTS</u>	
		1. Investigative Documents accumulated from investigating accidents and incidents which could, but do not, result in the filing of a claim.	<p>RETIRE TO FRC ON EXPIRATION OF PERTINENT STATUTORY PERIOD FOR FILING A CLAIM. DESTROY 5 YEARS AFTER EXPIRATION OF PERTINENT STATUTORY PERIOD.</p> <p><DA: N1-255-94-1> (N 13-4)</p>
		2. Miscellaneous	
		Claims reports consisting of statistical, fiscal, and related reports on the disposition of claims.	<p>DESTROY WHEN 2 YEARS OLD.</p> <p><DA: N1-255-94-1> (N 13-5)</p>
2081		Equal Opportunity Compliance	Contact Center Records Mgr

2082		Tort Claims	Contact Center Records Mgr
2083		Employee Personal Property Claims	Contact Center Records Mgr
2084		Contract Claims	(see below)
2084	5	ADMINISTRATIVE AND COURT LITIGATION CASES INVOLVING NASA	
2084	5	Files of cases including, but not limited to, complaint answer, motions, discovery, transcript of proceedings, trial exhibits and briefs in support of the parties' positions, together with the working papers of the attorney handling the case	RETIRE TO FRC 2 YEARS AFTER YEAR IN WHICH COURT RENDERS ITS FINAL DECISION OR THE YEAR IN WHICH THE CASE IS SETTLED. DESTROY 20 YEARS AFTER FINAL DECISION OR CASE IS SETTLED. <DA: N1-255-94-1> (N 13-23)
2086		False or Fraud Claims	Contact Center Records Mgr
2087		Debt Claims	Contact Center Records Mgr
2088		Garnishments	Contact Center Records Mgr
2090		Intellectual Property	Contact Center Records Mgr
2091		Inventions Made by Government Employee	Contact Center Records Mgr
2092		Royalties Received by NASA	Contact Center Records Mgr
2100		Technology Utilization (Including Small Business Innovative Research (SBIR))	(see below)
2100	6	SMALL BUSINESS INNOVATIVE RESEARCH (SBIR) These are files that are maintained by the Technology Utilization Office at NASA Centers of solicited proposals. NASA typically announces to small business entities what areas of interest and/or research monies are available for possible performance. Small businesses send in proposals to NASA in the subject areas for review and evaluation. These files are kept in the sequence of phases required under the SBA regulations.	
		A. <u>PHASE I - SELECTED PROPOSALS</u>	
		Winning proposals, scores, evaluations, recommendations, and selected proposals which are funded.	RETAIN AND INCORPORATE INTO PHASE II CASE FILES. <DA: N1-255-94-1>
		B. <u>PHASE I - NOT SELECTED</u>	

		Proposals not selected for funding.	DESTROY PROPOSALS NOT FUNDED ONE YEAR AFTER COMPLETION OF END OF PHASE I. <DA: N1-255-94-1>
		<u>C PHASE II - FUNDED PROPOSALS</u>	
		Original proposals, evaluation sheets, recommendations, and selection sheets.	DESTROY FUNDED PHASE II FILES 3 YEARS AFTER THE END, TERMINATION, OR COMPLETION OF PHASE II. <DA: N1-255-94-1>
		<u>D. PHASE II - NOT FUNDED</u>	
		Proposals not selected for funding (Phase II only--but selected during Phase I process).	DESTROY UNFUNDED PHASE II PROPOSALS ONE YEAR AFTER THE SELECTION ANNOUNCEMENT OF PHASE II <DA: N1-255-94-1>
	6	<u>E. NASA HEADQUARTERS - OPR</u>	
		These records include both Phase I and II proposals, and are microfiche in their entirety.	DESTROY PAPER RECORDS AFTER MICROFICHING. <DA: N1-255-94-1>
		<u>F. MICROFICHE</u> (Item E. Above.)	DESTROY MICROFICHE WHEN 10 YEARS OLD. <DA: N1-255-94-1>
2100	7	<u>TECHNOLOGY UTILIZATION FILES A. PUBLICATION ORDERS, MEMORANDA, AND REPORTS FILES</u>	
		Orders, memoranda, and reports between the Technology Utilization Office and the Scientific and Technical Information Office, relating to the use of STI's services. (This includes files created both by Headquarters and Centers.)	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 23-5)
		This is a CLOSED SERIES.	
		<u>B. TU CONFERENCE PROCEEDINGS (ANNUAL) (HQ ONLY)</u>	
		Finished published conference proceedings maintained and located at CASI (Center for AeroSpace Information). (Office of Primary Responsibility - NASA Headquarters, Code C)	* PERMANENT *TRANSFER TO NARA IN 10 YEAR BLOCKS WHEN 30 YEARS OLD. <DA: N1-255-94-1>

		C. <u>TU CLIPPING FILE</u> (Maintained at CASI - Center for Aerospace Information)	
		This is a CLOSED SERIES.	
		Files of articles appearing in technical and trade magazines on the NASA TU Program (including current and after-the-fact articles), and the transfer of space technology to private industry.	
		1. Clippings with no value (including those that do not directly relate to a specific project/program).	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 23-6)
		2. Clippings of TU that have value and are related to a project/program.	PLACE CLIPPING IN SPINOFF CASE SEE ITEM I. OF THIS SCHEDULE. <DA: N1-255-94-1>
		3. JPL ONLY: OPR	RETIRE TO LOCAL RECORDS STORAGE WHEN 1 YEAR OLD. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
2100	7	4. All other office/copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
2130		D. <u>TECHNICAL BRIEFS (TECH BRIEF)</u> Office which originated the publication (OPR):	
		1. Headquarters	
		One record copy of each publication, including abstract, as located at CASI (NASA's Center for Aerospace Information).	* PERMANENT * RETIRE TO FRC 5 YEARS AFTER PUBLICATION. TRANSFER TO NARA WHEN 20 YEARS OLD. <DA: N1-255-94-1> (N 23-7)
		2. Centers:	

		Innovator's working papers (including patent) relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, together with related showing inception, scope, and background.	RETIRE TO FRC AT THE SAME TIME AS THE RELATED CASE FILES. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		3. All other offices/copies.	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 5 YEARS OLD. <DA: N1-255-94-1>
		<u>E. TECHNICAL SUPPORT PACKAGE (TSP) FILES</u>	
		TSP files typically consist of basic technology that has not yet been transferred to a working/private-public organization. Files consist of a collection of technical documentation related to and describing aspects of the innovation reported in a NASA Tech Brief (Item D. above), including reproducible master copy (if any) and exclusive of duplicated copies of the TSP (if this is a patent, it is the basic documentation).	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 23-3)
2131		<u>F. TU DISSEMINATION FILES</u> Preliminary, progress, and final reports of publications prepared or issued by contractors operating a Regional Technology Transfer Center (RTTC); COSMIC; or TAC, in cooperation with NASA and other contractors assisting the Technology Utilization Program dissemination efforts, and related correspondence.	
2170	7	1. Headquarters - TU Office/Program	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 23-4)
		2. All other offices/copies.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		<u>G. NEW TECHNOLOGY FILES</u>	
		1. REPORTS	

		These are new technology reports submitted to Technology Utilization Offices by in-house personnel or by contractors in accordance with the provisions of the contract's new technology clause (an annual report).	RETIRE TO FRC 3 YEARS AFTER RECEIVED. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 23-2)
		(a) HQ and all other NASA Centers.	SEE DISPOSITION ABOVE.
		(b) JPL ONLY. This is a CLOSED SERIES.	RETIRE TO LOCAL RECORDS STORAGE 3 YEARS AFTER RECEIVED. TRANSFER TO JPL ARCHIVES WHEN 10 YEARS OLD. DESTROY WHEN NO LONGER NEEDED. THESE RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1>
		2. CONTRACT ADMINISTRATION OF CLAUSE	
		pertaining to administration of the new technology clause in contracts, especially to reporting and processing of innovations required to be reported.R GSFC ONLY - This item applies to the Patent Office.R HQ and all other NASA Centers.	RETIRE TO FRC 1 YEAR AFTER CONTRACT CLOSEOUT. DESTROY 10 YEARS AFTER FINAL PAYMENT OR CLOSEOUT. <DA: N1-255-94-1> (N 23-1)
		<u>H. TU APPLICATIONS FILES</u>	
		1. APPLICATION TEAM	
		Reports, correspondence, minutes of meetings, etc. produced by the application team in identifying public sector opportunities for adaptive engineering.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1>
		2. APPLICATION ENGINEERING PROJECT CASE FILES	
		These files are maintained by the Program Manager who is located at NASA HQ, Code C, and consist of RTOP summaries, interim reports; and summaries in narrative format. NOTE: Case files that are located at the respective lead installation and should be retired under Schedule 8, R&D Project Case Files as a PERMANENT record series.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1>
	7	<u>I. SPINOFF FILES</u>	
		1. SPINOFF CASE FILE	

		Files are maintained by year and consist of research files which contain clippings, correspondence with companies, product literature, and interview notes and any other similar documentation or related materials.	RETIRE TO FRC WHEN 5 YEARS OLD. DESTROY WHEN 20 YEARS OLD. <DA: N1-255-94-1>
		2. SPINOFF PUBLICATION	* PERMANENT * TRANSFER TO NARA AS CITED BELOW:
		(a) 1976 - 1990 One original finished/published document This is a CLOSED SERIES.	
		R 1976 - 1986 R 1987 - 1990	TRANSFER JANUARY 1, 1997. TRANSFER JANUARY 1, 2000. <DA: N1-255-94-1>
		(b) 1991 - Continuing This is a CLOSED SERIES.	* PERMANENT * TRANSFER ONE COPY ANNUALLY TO NARA. <DA: N1-255-94-1>
		(c) 2003 - Continuing	TRANSFER TO NARA WITH STI PUBLICATIONS OF ITEM 8C1(c) <DA: N1-255-04-4>
2110		Programs and Policies	Contact Center Records Mgr
2120		Flash Sheets	Contact Center Records Mgr
2121		Appraisal and Evaluating	Contact Center Records Mgr
2130		Tech Briefs	Contact Center Records Mgr
2131		Tech Briefs Distribution	Contact Center Records Mgr
2140		Patent Statements	Contact Center Records Mgr
2150		Reporting Industrial Applications	Contact Center Records Mgr
2160		Information and Application Centers	Contact Center Records Mgr
2170		New Technology Management	Contact Center Records Mgr
2180		Technology Transfer	Contact Center Records Mgr
2190		Export Control	(see below)
2190	7.5	EXPORT CONTROL PROGRAM RECORDS	

		A. Records resulting from implementation of Export Control Program policies and procedures, including but not limited to export control training records; export clearance documentation (information sheets or forms); program audit reports; export licensing data; exceptions and exemptions; logs of export control activities. Records held by Installation Export Control Office and Export Control Representatives.	FOR PAPER RECORDS, RETIRE TO THE FEDERAL RECORDS CENTER FIVE YEARS AFTER THE EXPORT APPROVAL DATE OR THE EXPIRATION OF THE LICENSE, WHICHEVER IS LONGER. MAINTAIN ELECTRONIC RECORDS ON SITE. DELETE/DESTROY WHEN 10 YEARS OLD.
		B. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records covered by item 1 in this records schedules.	DELETE AFTER RECORDKEEPING COPY HAS BEEN PRODUCED.
2200		Scientific and Technical Information	Contact Center Records Mgr
2210		External Release of NASA Software	Contact Center Records Mgr
2220		Publications Program / STI Databases	(see below)
2220	8	<p>SCIENTIFIC AND TECHNICAL INFORMATION PUBLICATIONS AND MATERIALS Scientific and Technical Information (STI) is defined as the results (facts, analyses, and conclusions) of basic and applied scientific, technical, and related engineering research and development. STI also includes management, industrial, and economic information relevant to this research.</p> <p><u>A. PUBLICATIONS AND MATERIALS MAINTAINED BY OPR</u> Published and processed documents prepared by NASA, such as technical reports, historical volumes, and informational materials.</p>	
		<p>1. The office of primary responsibility will maintain one copy of each published or processed document together with related background papers reflecting a basis for the issuance or that contribute to the content of the publication, including coordination papers and comments. NOTE: It is the responsibility of the OPR to send/submit onerecord copy to CASI. See Sub-element C. of this Item.</p>	<p>RETIRE TO FRC AT END OF SECOND FISCAL YEAR AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 1-28)</p>

		2. Working papers such as notes, rough drafts, background reports, and other such papers (exclusive of those described under Item 1.)	DESTROY 1 YEAR AFTER DOCUMENT IS PUBLISHED. <DA: N1-255-94-1>
		3. All other offices/printed copies.	DESTROY WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1>
		<u>B. PUBLICATIONS AND MATERIALS NOT HELD AT CASI (CENTER FOR AEROSPACE INFORMATION)</u>	
		Record copy if maintained in duplicating or distribution unit, i.e., Education Office; Public Affairs; Mission Office(s), of each pamphlet, report, leaflet, poster, chart, booklet, regulation or similar or other published or processed documents, or the last manuscript report if not published.	
		1. Record copy with the supporting papers which document the inception, scope, and purpose. (This item does not cover copies and related material retained in originating office.)	* PERMANENT * TRANSFER TO NARA WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		2. All other office/copies.	DESTROY WHEN SUPERSEDED, OBSOLETE, NO LONGER NEEDED, OR WHEN 3 YEARS OLD, WHICHEVER IS LATER <DA: N1-255-94-1>
		<u>C. PUBLICATIONS AND MATERIALS HELD/MAINTAINED AT CASI</u>	
	8	Record copy of scientific and technical publications, such as Technology Surveys, Technical Reports, Technical Notes, Technical Memoranda, Contractor Reports, and Special Publications. These are examples only and records should not be limited to this selection.	
		1. Office of primary responsibility (CASI).	
		(a) Microfiche copies This is a CLOSED SERIES. Microfiche production discontinued at the end of 2002. For Post-2002 records see Item 8.1.c	

		(1) MASTER	
		One silver original and one diazo copy.(Starting - Post 1993)	* PERMANENT * TRANSFER TO NARA WITHIN1 YEAR AFTER FILMING <DA: N1-255-94-1> (N 23-7)
		(2) ALL OTHER COPIES	DESTROY WHEN NO LONGER NEEDED OR WHEN REFERENCE VALUE CEASES. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1>
		(b) Paper copy. This is a CLOSED SERIES.	
		(1) Pre-1958	* PERMANENT * A SEPARATE SF-115 MUST BE SUBMITTED TO NARA AFTER COMPLETION OF COMPREHENSIVE INVENTORY IN FY-1996. <DA: N1-255-94-1
		(2) 1958 - 1978 (That have not been microfilmed.)	* PERMANENT * TRANSFER TO NARA WHEN 25 YEARS OLD (2003) OR SOONER. <DA: N1-255-94-1>
		(3) 1979 - 1993 (That have not been microfilmed.)	* PERMANENT * TRANSFER TO NARA WHEN 10 YEARS OLD (2003) OR SOONER. <DA: N1-255-94-1>
		(4) 1994 to present that have not been microfilmed.	* PERMANENT * TRANSFER TO NARA WHEN1 YEAR OLD. <DA: N1-255-94-1>
	8	(5) Paper copies that have been microfilmed dated 1958 to present.	DESTORY (AFTER VERIFICATION OF MICROFILM) WHEN NO LONGER NEEDED FOR REFERENCE OR WHEN 60 YEARS OLD, WHICHEVER IS SOONER. RECORDS CANNOT BE RETIRED TO AN FRC. <DA: N1-255-94-1>

		(c) Portable Document Format (PDF) Searchable Image Exact (or Other NARA Approved Electronic Format) Copies. 2003 - Continuing	*PERMANENT* TRANSFER TO NARA ANNUALLY IN ACCORDANCE WITH NARA APPROVED TRANSFER GUIDANCE. <DA: N1-255-04-4>
		<u>D. DOCUMENT AVAILABILITY AUTHORIZATION (DAA) RECORDS</u> 1. Papers submitted for approval of and released through scientific and technical organizations EXTERNAL to NASA.	
		(a) Documentation consists of the original paperwork submitted for each paper: R NF 1676 (or old FF427), "NASA Scientific and Technical Document Availability Authorization (DAA)"; R Abstract of the paper cited on the NF 1676 (or old FF427);	DESTROY 2 YEARS AFTER MEETING OR PUBLICATION DATE CITED ON THE FF427 (DAA FORM) OR WHEN 5 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		<u>JSC ONLY</u> In addition to the above documentation, JSC authors are required to provide: R JSC Form 548, "Approval and Funding for Technical Presentations, Technical Papers, and Journal Articles for External Audiences."	
		(b) All other copies/centers.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		2. Papers submitted for publication in the NASA Scientific and Technical Reports Series.	
		(a) Records document both Center and NASA Headquarters approval of reports by civil servant and contractor authors for publication in the NASA STI Report Series. Documentation consists of: R FF427 (DAA); R Report Documentation Page (SF 298); or an Abstract of; or an Introduction to the Report;	DESTROY NO LATER THAN 5 YEARS AFTER DATE OF PUBLICATION OR WHEN 6 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
	8	<u>JSC ONLY</u> In addition to the above, JSC authors (as opposed to a contractor author) are required to provide: R JSC Form 155, "Processing Scientific & Technical Publications."	

		(b) All other copies/centers.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE USE OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		<u>E. AUTHOR'S FILES/RECORDS</u>	
		1. AUTHOR'S WORKING PAPERS	
		Working papers relating to the publication, such as feeder reports, background materials, interim reports, notes, correspondence, and related papers.	DESTROY WHEN 15 YEARS OLD <DA: N1-255-94-1>
		2. SPECIAL AUTHOR FILES (GRC)	
		(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		(b) Camera-ready copy of text and figures and related negatives, supporting papers which document the inception, scope, and purpose, including editorial notes.	DESTROY 20 YEARS AFTER SEPARATION, TRANSFER, OR TERMINATION OF EMPLOYEE. <DA: N1-255-94-1>
		<u>F. EDITED MANUSCRIPT FILES</u>	
		1. HQ STI FILES (Code J)	
		(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each publication.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		(b) Camera-ready copy of Special publications, including original art, figures, cover design, and title page.	TRANSFER TO FRC 6 MONTHS AFTER DOCUMENT IS PUBLISHED. DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1>
		2. E-FILES (GRC STI FILES)	
		(a) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	
		(1) 1981-1983	DESTROY JANUARY 1996. <DA: N1-255-94-1>
		(2) 1984-1989	DESTROY JANUARY 1997. <DA: N1-255-94-1>
	8	(3) 1990-1993	DESTROY JANUARY 1998. <DA: N1-255-94-1>

		(4) 1994 and Continuing.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1>
		(b) Camera-ready copy of text, figures, related negatives, and, supporting papers which document the inception, scope, and purpose, including editorial notes.	
		(1) 1981-1983	DESTROY JANUARY 1996. <DA: N1-255-94-1>
		(2) 1984-1989	DESTROY JANUARY 1999. <DA: N1-255-94-1>
		(3) 1990-1993	DESTROY JANUARY 2003. <DA: N1-255-94-1>
		(4) 1994 and Continuing.	DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		<u>G. OTHER STI PUBLICATION FILES</u>	
		1. Other locally published reports NOT included in the "formal" series list above.	DESTROY WHEN REFERENCE VALUE CEASES. <DA: N1-255-94-1> (N 23-8)
		2. GLENN - Locally published Reports NOT included in FORMAL series.	
		(a) B-FILES	
		(1) Edited manuscript copy, galley proofs, blue lines, and dummy layouts for each technical report.	DESTROY 2 YEARS AFTER PUBLICATION. <DA: N1-255-94-1>
		(2) Camera-ready copy of text, figures, related negatives, and supporting papers, which document the inception, scope, and purpose, including editorial notes.	DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		(b) RECURRING B-FILES	
		(1) See Description in a.(1) above.	DESTROY 2 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 5 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1>

	8	(2) See Description in a.(2) above.	DESTROY 10 YEARS AFTER PROGRAM TERMINATION, CANCELLATION, COMPLETION, UPON FACILITY CLOSURE, OR WHEN 15 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1>
		(c) PROJECT-RELATED FILES	
		(1) See Description in a.(1) above.	DESTROY 2 YEARS AFTER PROJECT TERMINATION, CANCELLATION, OR COMPLETION. <DA: N1-255-94-1>
		(2) See Description in a.(2) above.	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		H. <u>ALL OTHER OFFICES/COPIES</u>	DESTROY WHEN REFERENCE VALUE CEASES OR WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
2220	9	STI DATABASE ACCESSION SERIES - ELECTRONIC	
		A. <u>STAR, IAA, LSTAR, CSTAR</u>	
		These files consist of documentation and material related to the STI databases: Scientific and Technical Aerospace Reports (STAR), International Aerospace Abstracts (IAA), Limited Scientific and Technical Aerospace Reports (LSTAR). These are the on-line bibliographic files to the NASA STI accessioned series.	* PERMANENT * PRODUCE IN TAPE FORMAT AND TRANSFER TO NARA EVERY 5 YEARS BEGINNING IN 1995. <DA: N1-255-94-1>
		This is a CLOSED SERIES.	
		B. <u>RECON/ARIN</u>	

		RECON, ARIN, or any other library management or bibliographic information system currently supporting CASI or any other NASA libraries, or any that will be developed EXCLUDING full text or image. (This is RESTRICTED to NASA only and does not include other organizations full-text databases, i.e., on-line newspapers, or reference documents.) This is a CLOSED SERIES.	DELETE WITH RELATED RECORDS OR WHEN THE AGENCY DETERMINES THAT THEY ARE NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES, WHICHEVER IS LATER. [GRS 20-9]
		C. <u>IAA / IAA ALTERNATE FILES</u>	
	9	These files consist of electronic records and documentation related to the STI databases. [International Aerospace Abstracts (IAA)] This is a CLOSED SERIES.	DESTROY WHEN REFERENCE VALUE OR AGENCY NEED CEASES. <DA: N1-255-94-1>
		D. <u>NASA STI DATABASE</u>	
		Metadata records that contain abstracts and summarize records copy materials transferred to CASI under Item 8.C.1.c.	*PERMANENT* TRANSFER TO NARA ANNUALLY. <DA:N1-255-04-4>
2240		Library Program	(see below)
2240	10	FINDING AIDS - LIBRARY	
		Finding aids for identification, retrieval, or use of records.	DISPOSE OF ACCORDING TO THE INSTRUCTIONS COVERING THE RELATED RECORDS.<DA: N1-255-94-1> (N 19-14)
2242		GALAXIE (NASA-wide Library System, ARIN replacement)	Contact Center Records Mgr
2250		Exchange Program	Contact Center Records Mgr
2252		Domestic Exchanges	Contact Center Records Mgr
2254		International Exchanges	Contact Center Records Mgr
2260		User Services	Contact Center Records Mgr
2262		Announcement / Current Awareness	Contact Center Records Mgr
2264		Document Delivery	Contact Center Records Mgr
2268		Translations	Contact Center Records Mgr
2270		Document Operations	Contact Center Records Mgr
2272		Abstracting / Indexing	Contact Center Records Mgr
2274		Distribution / Availability	Contact Center Records Mgr
2276		Thesaurus	Contact Center Records Mgr
2280		Specifications and Standards	Contact Center Records Mgr

2290		Program Office Projects	Contact Center Records Mgr
2300		Management Information Systems	(see below)
2300	11	MANAGEMENT PROJECT FILES	
		Surveys, analytical studies, background papers, notes, data, interim reports, final reports, and relating papers pertaining to administrative functions; e.g., appraisal of microfilming proposals, evaluating need of additional filing equipment, reviewing utilization of office machinery.	TRANSFER TO FRC 3 YEARS AFTER COMPLETION OR TERMINATION OF PROJECT. DESTROY WHEN 7 YEARS OLD. <DA: N1-255-94-1> (N 1-31)
2305		General Policies and Procedures	Contact Center Records Mgr
2310		Information Resources Management	(see below)
2310	12	IRM (INFORMATION RESOURCES MANAGEMENT) FILES	
		A. <u>IRM FILES - GENERAL</u>	
		Records in this series consist of correspondence, feeder reports that are summarized into other reports, background documentation, or other related materials.	DESTROY WHEN NO LONGER NEEDED OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		B. <u>SELF-ASSESSMENTS</u>	
	12	NASA Annual self-assessment documentation concerning reviews of IRM policy compliance, responsibilities, and practices. Included are associated correspondence, directives, guides, surveys, studies, summary reports, actions plans and progress reports, and major information system inventories.	
		1. Headquarters.	
		(a) Summary reports as submitted by Center.	DESTROY WHEN 7 YEARS OLD. <DA: N1-255-94-1>
		(b) Agency level summary reports as prepared by OPR.	DESTROY WHEN 7 YEARS OLD. <DA: N1-255-94-1>
		2. Centers.	
		(a) Reports submitted to Headquarters on self-assessments.	DESTROY WHEN 8 YEARS OLD. <DA: N1-255-94-1>

		(b) OPR responsible for preparing and submitting reports to Headquarters, including background data used for summary report.	DESTROY WHEN 8 YEARS OLD. <DA: N1-255-94-1>
		C. <u>TRIENNIAL REVIEW FILES</u>	
		Reports and compliance certifications required by General Services Administration (GSA) concerning reviews of IRM practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	
		1. Headquarters - OPR	DESTROY WHEN 7 YEARS OLD. [GRS 16-11]
		2. Centers- OPR	DESTROY WHEN 7 YEARS OLD. [GRS 16-11]
		D. <u>IRM LONG-RANGE PLANS/REPORTS</u>	
		Documents involving the establishment of schedules to achieve NASA's long range IRM objectives, the formulation of new concepts and requirements in IRM for planning purposes and similar matters. Included are IRM long range plans, forecasts, reports, documents reflecting the evolution of these plans/forecasts, and documents contributing to the development of such plans or forecasts.	
		1. OPR - NASA Headquarters (Code JT)(Documentation may include but is not limited to the IRM L-R Plan Call Letter; incoming documentation from the contributing office; incoming external documents).	DESTROY BACKUP DOCUMENTATION 1 YEAR AFTER COMPLETION OF THE IRM LONG RANGE PLAN. RETAIN FINAL IRM L-R PLAN ON-SITE FOR 10 YEARS AND THEN DESTROY. <DA: N1-255-94-1>
	12	2. Contributing Offices (Headquarters and Centers).	DESTROY WHEN 3 YEARS OLD OR WHEN SUPERSEDED, WHICHEVER IS SOONER. <DA: N1-255-94-1>

		3. All other office/copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		E. <u>IRM STRATEGIC PLAN</u> (5 Year Plan/Updated Annually)	
		Records consist of IRM strategies that are common to NASA that support the Agencies missions and goals by providing Agencywide perspectives and directions for NASA's IRM-related program initiatives. The plan includes IRM goals and objectives, key milestones within a three-to-five year timeframe that defines the contribution of information resources to the accomplishment of NASA's missions. Records include but are not limited to: Meeting minutes; IRM documentation; final publication or proposed "Strategic Plan."	
		1. OPR - NASA Headquarters	RETAIN ON-SITE AND DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		2. Contributing Office (Headquarters and Centers).	RETAIN ON-SITE AND DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1>
		3. All other office/copies.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE, OR WHEN 3 YEARS OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1>
		F. <u>OMB BULLETINS</u> (IRM PLANS - ANNUAL)	
		Documentation consists of OMB Bulletins, background material, supporting documentation and information which may include but are not limited to records concerning: security; ICB (Information Collection Budget); Long-Range Plan Strategic Overview; Telecommunication Plan.	

		1. OPR - NASA Headquarters	RETAIN ON-SITE AND DESTROY WHEN 3 YEARS OLD.<DA: N1-255-94-1>
		2. Contributing Office (Headquarters and Centers), and all other offices/copies.	DESTROY WHEN NO LONGER NEEDED OR WHEN 2 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
2314		Documentation Management Systems	Contact Center Records Mgr
2320		Presentations and Reviews (Management)	Contact Center Records Mgr
2330		Planning and Scheduling Systems	Contact Center Records Mgr
2332		NASA PERT and Companion Cost	Contact Center Records Mgr
2334		Line of Balance	Contact Center Records Mgr
2336		Milestone Systems	Contact Center Records Mgr
2340		Project Status Reporting	Contact Center Records Mgr
2350		AIM Program	Contact Center Records Mgr
2360		Government Information Locator Service (GILS) / Electronic Data Interchange (EDI)	Contact Center Records Mgr
2400		Automatic Data Processing (ADP) Management	(see below)
2400	13	AUTOMATED DATA PROCESSING (ADP) RECORDS - GENERAL	
		A. <u>COMPUTER READABLE MEDIA - GENERAL</u>	

		Electronic media created in the areas of accounting, inventories, budget, library type indices, administration, and are used in connection with the accumulation of operating and reporting data of activities. Electronic records that support administrative housekeeping functions when the records are derived from or replace hard copy records authorized by NARA for destruction.	<p><u>IF PAPER RECORDS EXIST, AND THE ELECTRONIC MEDIA REPRESENTS A DUPLICATION, RELEASE MEDIA FOR REUSE NOT LATER THAN 30 DAYS AFTER THE NEED FOR IT HAS BEEN MET AND THAT IT WILL NOT BE REQUIRED FOR FURTHER USE.</u> <DA: N1-255-94-1> (N 27-1)</p> <p><u>IF PAPER RECORDS DO NOT EXIST, MAINTAIN DATABASE, DELETE/DESTROY RECORDS AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY TYPE RECORD, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. THE DATABASE STORAGE MEDIA CAN BE RELEASED FOR REUSE WHEN 5 YEARS OLD.</u> [GRS 20-3b(2)]</p>
		<u>B. WORD PROCESSING FILES - GENERAL</u> Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppies.	
		1. When used to produce hard copy which is maintained in organized files.	DELETE WHEN NO LONGER NEEDED FOR UPDATING, REVISION, OR TO CREATE A HARD COPY. [GRS 20-13]

		2. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or an approved SF 115.	DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY BY THE GRS OR AN APPROVED SF 115, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER [GRS 20-3b(2)]
	13	C. <u>ADMINISTRATIVE DATA BASES</u>	
		1. GENERAL	
		Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or an approved SF 115, if the hard copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.	DELETE INFORMATION IN THE DATA BASE WHEN NO LONGER NEEDED. [GRS 20-3b(1)]
		2. ADMINISTRATIVE COMPUTER SYSTEMS MEDIA	
		This series consists of administrative and/or financial programming software, and/or data that is used for day-to-day operations.	MEDIA IS BACKED-UP DAILY WITH STORAGE OF MEDIA ON-SITE FOR 2 WEEKS AND THEN RELEASED FOR REUSE IN THE COMPUTER OPERATIONS CENTER. (BACKUP MEDIA ARE ROTATED AND MAINTAINED OFFSITE.) [GRS 20-1] (N 27-9)
		D. <u>ELECTRONIC SPREADSHEETS</u>	
		Spreadsheets generated to support administrative functions generated by an individual as background materials or feeder reports or that are recorded on electronic media, i.e., hard/floppy disks. 1. When used to produce hard copy that is maintained in organized files.	DELETE WHEN NO LONGER NEEDED TO UPDATE OR PRODUCE A HARD COPY. [GRS 20-15a]

		2. When maintained in electronic form only.	DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE HARD COPY. IF THE ELECTRONIC VERSION REPLACES HARD COPY RECORDS WITH DIFFERING RETENTION PERIODS, AND AGENCY SOFTWARE DOES NOT READILY PERMIT SELECTIVE DELETION, DELETE AFTER THE LONGEST RETENTION PERIOD HAS EXPIRED. [GRS 20-15b]
2410		Policies and Procedures	(see below)
2410	14	AUTOMATED DATA PROCESSING (ADP) RECORDS/FILES A. <u>ANNUAL ADP PLANS</u>	
	14	Developed by the installations, these plans are submitted to the Information Resources Management Policy Office (Code JTD) at Headquarters for review. The plan is consolidated into a summary report and used for active reference.	
		1. Office of functional responsibility (NASA HQ).	RETIRE TO FRC 5 YEARS AFTER THE YEAR TO WHICH THE PLANS PERTAIN. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 1-43)
		2. All other offices/copies.	DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1>
		B. <u>SECURITY PLANS</u>	

		In accordance with the Computer Security Act of 1987 (P.L. 100-235) annual plans are required to be prepared and submitted to NIST and NSA for comment regarding computer systems that are identified containing sensitive information. Each system plan includes a basic description of the purpose, environment, and sensitivity of the system and the security measures intended to protect the system and its data. Plans are not statements of agency security policy. They indicate security requirements and how the agency intends to meet those requirements.	
		1. Office of functional responsibility (NASA HQ). (NOTE: This is agency-wide responsibility)	RETIRE TO FRC 3 YEARS AFTER YEAR TO WHICH PLAN PERTAINS. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1>
		2. Centers and all other offices/copies.	DESTROY WHEN ACTIVE REFERENCE VALUE CEASES OR WHEN 3 YEARS OLD, WHICHEVER IS LATER. <DA: N1-255-94-1>
		<u>C. PROGRAMS - SYSTEMS</u>	
		Original programs, computer media, and documents containing definitions of the system(s) including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives.	
		1. For a disapproved proposed system.	RETIRE TO FRC 1 YEAR AFTER FINAL ACTION. DESTROY 10 YEARS AFTER FINAL ACTION. <DA: N1-255-94-1> (N 27-7, 27-1 {78})
	14	2. For an approved system for which all related computer readable data files are authorized for disposal.	RETIRE TO FRC 1 YEAR AFTER DISCONTINUANCE OF THE SYSTEM. DESTROY 10 YEARS AFTER DISCONTINUANCE. [GRS 20]
		3. For an approved system for which any related computer readable data file is not authorized for disposal.	RETAIN WITH RELATED DATA FILES. DESTROY IN ACCORDANCE WITH RELATED FILES. <DA: N1-255-94-1>

		<u>D. PROGRAMS AND DOCUMENTATION</u>	
		Programs and documentation which include automatic records, run books, descriptions, flow charts, and source files.	
		1. On-going programs.	DESTROY 1 YEAR AFTER MODIFICATION, REPLACEMENT, OR DISCONTINUANCE OF PROGRAM. RETIRE TO FRC WHEN 2 YEARS OLD IF NO MODIFICATION OR REPLACEMENT OCCURS. DESTROY WHEN 12 YEARS OLD. [GRS 20] (N 26-7)
		2. Terminated programs.	DESTROY 1 YEAR AFTER LAST USE UNLESS COGNIZANT OFFICE VERIFIES A NEED TO RETAIN THE RECORD LONGER. IF RETENTION IS REQUIRED, RETIRE TO FRC WHEN 1 YEAR OLD AND DESTROY WHEN 10 YEARS OLD. [GRS 20]
		3. Documentation - Data systems specifications, file specifications, code books, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in an approved NASA records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to NARA.	DESTROY OR DELETE WHEN SUPERSEDED OR OBSOLETE, OR UPON AUTHORIZED DESTRUCTION OF RELATED MASTER FILE OR DATABASE, OR UPON THE DESTRUCTION OF THE OUTPUT OF THE SYSTEM IF THE OUTPUT IS NEEDED TO PROTECT LEGAL RIGHTS, WHICHEVER IS LATEST. [GRS 20-11a]
		<u>E. IRM-APR/DPA DOCUMENTATION</u> <u>(Agency Procurement Request/</u> <u>Delegation of Procurement Authority)</u>	
		1. GENERAL POLICY FILES	

		General policy files contain information/documentation on Agency policy for assigning staff responsibilities, changes in staff, and other related administrative matters concerning the handling and processing of APR/DPA's.	
	14	(a) OPR - NASA Headquarters	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(b) All other office/copies.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		2. NASA CASE FILES Case files consist of documentation which includes, but is not limited to, Agency Procurement Request (APR); Delegation of Procurement Authority (DPA); FIP Resources Decision Document (FRDD); Justification for Other than Full and Open Competition (JOFOC); re-delegation of authority; management presentations; and, reports (6-month, annual, and contract	
		award). This material documents the cradle to grave process for information resources acquisitions.	
		(a) OPR - NASA HEADQUARTERS	
		(1) Active APR Files	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(i) If NO delegation authority is received.	
		(ii) Delegation authority received.	
		(2) Delegation of Authority Files	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(i) If APR/DPA process is completed.	
		(ii) If program or request is cancelled or terminated prematurely.	
		(3) Contract Award Files	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(4) Expired, Cancelled, or Terminated Case Files	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(i) PRIOR to contract award.	

		(ii) AFTER contract award.	
		(b) CENTERS	HANDLE AS PERMANENT PENDING RETENTION APPROVAL .
		(1) Active APR Files	
		(i) If NO delegation authority is received.	
	14	(ii) Delegation authority received.	
		(2) Contract Award Files	
2415		Computer Program Documentation	Contact Center Records Mgr
2420		Data Reduction and Interpretation	(see below)
2420	15	COMPUTER/ELECTRONIC MEDIA - GENERAL A. <u>FILES TO CREATE, USE, OR MAINTAIN MASTER FILES</u> 1. Electronic files created solely to test system performance, as well as hard copy printouts and related documentation for the electronic files/records.	DELETE/DESTROY WHEN NO LONGER NEEDED. [GRS 20-1a] (N 27-2)
		2. Electronic files used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	DELETE AFTER INFORMATION HAS BEEN TRANSFERRED TO THE MASTER FILE AND VERIFIED. [GRS 20-1b]
		3. Electronic files and hard copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	DELETE/DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES [GRS 20-1c]
		B. <u>INPUT/SOURCE FILES</u>	
		1. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as needed for signatures) and not previously scheduled for permanent retention.	DESTROY AFTER THE INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED, OR WHEN NO LONGER NEEDED TO SUPPORT THE RECONSTRUCTION OF, OR SERVE AS THE BACKUP TO, THE MASTER FILE, WHICHEVER IS LATER. [GRS 20-2a] (N 27-8)

		2. Electronic records, except as noted in item B.3., entered into the system during an update process, and not required for audit or legal purposes.	DELETE WHEN DATA HAVE BEEN ENTERED INTO THE MASTER FILE OR DATA BASE AND VERIFIED, OR WHEN NO LONGER REQUIRED TO SUPPORT RECONSTRUCTION OF, OR SERVE AS BACK-UP TO, A MASTER FILE OR DATA BASE, WHICHEVER IS LATER. [GRS 20-2b]
		3. Electronic records received from another Agency and used as input/ source records by the receiving Agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another Agency in response to the specific information needs of the receiving Agency.	DELETE WHEN DATA HAVE BEEN ENTERED INTO THE MASTER FILE OR DATA BASE AND VERIFIED, OR WHEN NO LONGER NEEDED TO SUPPORT RECONSTRUCTION, OR SERVE AS BACK UP TO THE MASTER FILE OR DATA BASE,
	15		WHICHEVER IS LATER. [GRS 20-2c]
		4. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.	DELETE AFTER THE NECESSARY DATA HAVE BEEN INCORPORATED INTO A MASTER FILE. [GRS 20-2d] (N 26-1)
		C. MASTER FILES (INTERIM AND FINAL)	
		1. Media containing detailed or summary transaction data cumulative through the last updating or merger process, or containing outstanding transaction items, or totals representing the current status of a record. Interim media are used as input to the next subsequent run that produces a new updated interim or final master.	RELEASE MEDIA FOR REUSE AFTER PREPARATION OF THIRD GENERATION. RELEASE NO EARLIER THAN 6 MONTHS AFTER GENERATION OF PRECEDING INTERIM MEDIA. [GRS 20] (N 27-4)

		2. Final master media containing detailed or summary data or cumulative transactions under a program, account.	RELEASE FOR REUSE NO EARLIER THAN 6 MONTHS AFTER PREPARATION AND CLEARANCE OF REPORTS CONTAINING DATA ON THE MEDIA. [GRS 20] (N 27-5)
		3. Master files that relate to administrative functions and that: R Replace, in whole or in part, administrative records scheduled for disposal under one or more items in Schedules 1 through 9; and, R Consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates; EXCLUDING those that replace or duplicate the following items: . Schd. 1-111; 1-127; 1-126c; . Schd. 2-19H; . Schd. 3-1; 3-51b; 3-47a;	DELETE AFTER THE EXPIRATION OF THE RETENTION PERIOD AUTHORIZED FOR THE DISPOSABLE HARD COPY FILE OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [GRS 20-3(a)&(b)]
		<u>D. SUMMARIZED INFORMATION DATA FILES</u>	
		Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under an approved item or is authorized for deletion by an approved disposition (SF 115). The following data files may not be destroyed before securing NARA approval. Data files EXCLUDED from the above disposition are those that were created:	DELETE WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES. [GRS 20-4]
		R To allow public access to the data; or	
	15	R From a master file or database that is unscheduled, that was scheduled as permanent but no longer exists or can no longer be accessed.	
		<u>E. EXTRACTED/REDUCED INFORMATION</u>	
		1. GENERAL	

		Electronic records/files consisting solely of records extracted from a single master file or database that is disposable under an approved disposition. The following extracts MAY NOT be destroyed before securing NARA approval. (For "print" and "technical reformat" files see items below.) Extracts EXCLUDED from the above disposition are those:	DELETE WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, LEGAL, AUDIT, OR OTHER OPERATIONAL PURPOSES. [GRS 20-5]
		R Produced to allow public access to the data; or,	
		R Produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or	
		R Produced by an extraction process which changes the informational content of the source master file or database.	
		2. REDUCED DATA - COMPUTER MEDIA(ALSO SEE SCHEDULE 8)	
		Computer media that contain all the basic and supporting measurements after they have been selected, processed, and reduced to the final form that best represents the scientific knowledge obtained from the investigation, i.e., space science flight experiments/investigations.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 26-4)
		<u>F. PRINT FILES</u>	
		Electronic file extracted from a master file or database without changing it and used solely to produce hard copy publications and/or printouts of tabulations, ledgers, registers, and reports.	DELETE WHEN NO LONGER NEEDED. [GRS 20-6] (N 27-6)
		<u>G. TECHNICAL REFORMAT FILES</u>	
		Electronic files consisting of data copies from a master file or database for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to NARA.	DELETE WHEN NO LONGER NEEDED. [GRS 20-7]
		<u>H. SECURITY BACKUP FILES</u>	
		Electronic files consisting of data identical in physical format to a master file or database and retained in case the master or database is damaged or inadvertently erased.	

	15	1. File identical to records scheduled for transfer to NARA.	DELETE WHEN THE IDENTICAL RECORDS HAVE BEEN TRANSFERRED TO NARA AND SUCCESSFULLY COPIED, OR WHEN REPLACED BY A SUBSEQUENT SECURITY BACKUP FILE. [GRS 20-8a]
		2. File identical to records authorized for disposal in an approved NASA records schedule.	DELETE WHEN THE IDENTICAL RECORDS HAVE BEEN DELETED, OR WHEN REPLACED BY A SUBSEQUENT SECURITY BACKUP FILE. [GRS 20-8b]
		<u>I. ELECTRONIC INDEXES OR FINDING AIDS</u>	
		Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by NARA, an approved SF 115, or another NASA Schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	DELETE WITH RELATED RECORDS OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [GRS 20-9]
		<u>J. SPECIAL PURPOSE PROGRAMS</u>	
		Application software necessary solely to use or maintain a master file or database authorized for disposal by NARA, an approved SF 115, or another NASA Schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or database scheduled for transfer to NARA.	DELETED WHEN RELATED MASTER FILE OR DATA BASE HAS BEEN DELETED. [GRS 20-10]
2430		Equipment Utilization and Control	(see below)
2430	16	INFORMATION SERVICES SYSTEM - LaRC ONLY	

		The data for this system is in electronic format only. It is downloaded from the mainframe - data is received either weekly or monthly - and needs to be provided to users in electronic format (data is in ASCII format--located on a microprocessor). No paper documentation is created. The electronic file is extracted from a master file or database without changing it and it is used solely to produce another electronic database or medium.	
		A. <u>DATA</u>	
		Administrative and/or business records.	DESTROY WHEN NO LONGER NEEDED FOR REFERENCE OR WORK USE. [GRS 20-5]
		B. <u>PAPER</u>	
	16	Records consist of user manuals and administrative paperwork/correspondence which either establishes, modifies, or changes the systems. Paperwork can include lists or requests to add or delete system users. Paperwork not required for audit or legal purposes.	DESTROY AFTER THE INFORMATION HAS BEEN CONVERTED TO AN ELECTRONIC MEDIUM AND VERIFIED, OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [GRS 20-2a]
2430	17	COMPUTER-MEDIA STORAGE FACILITIES	
		A. <u>SPACE SCIENCE FLIGHT PROJECT/EXPERIMENT DATA</u> (ALSO SEE SCHEDULE 8)	
		Media which have been used to create reduced data, or where usable data has been extracted. These data typically represent any and all orbiting spacecraft originated data, including, but not necessarily limited to, instrument and housekeeping data. Such data is sent from spacecraft such as the Compton Gamma Ray Observatory (GRO), the Upper Atmosphere Research Satellite (UARS).	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 26-2)
		B. <u>OTHER SCIENTIFIC, ENGINEERING, AND EXPERIMENTAL DATA</u>	

		1. Environmental, oceanographic, atmospheric, terrestrial, data and/or extraterrestrial observations and measurements, medical research and/or animal or plant husbandry investigations.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 26-3)
		2. Data used in the development, fabrication, construction, testing, and/or routine operation of such things as instruments, vehicles, machinery, or spacecraft.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		C. <u>CONTRACTOR-CREATED MEDIA</u>	
		1. Scientific, engineering, and experimental data received by NASA in pursuance of Federal law or in connection with the transaction of public business and duplicated in a National Data Center.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		2. Scientific, engineering, and experimental data media created under a contract and in the possession of the contractor in a Government storage facility, i.e., GSFC's Tape Staging and Storage Facility (TSSF).	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
2430	18	DUPLICATE COMPUTER/ELECTRONIC MEDIA Computer/electronic media that has been duplicated and provided as an extra copy to other offices or individuals other than the Principal Investigator or the Office of Primary Responsibility (OPR).	DELETE RECORDS WHEN NO LONGER NEEDED. RELEASE MEDIA FOR REUSE AS SOON AS RECORDS DELETED. [GRS 20-7] (N 26-5)
2440		Data Display	Contact Center Records Mgr
2450		Personnel Management	Contact Center Records Mgr
2500		Communications	(see below)
2500	19	<u>COMMUNICATIONS RECORDS A. CORRESPONDENCE, REPORTS, AND REFERENCE FILES</u>	

		Correspondence and related records pertaining to the internal administration and operation of the communications function. Documents relating to communications planning, projecting requirements and costs, and HQ approval, such as NASA Form 1102 and 1103 and related materials. Records may include, but are not limited to: NASA Mail items/documentation (media independent) such as monthly NASA-Mail reports, user account requests and activity logs; Direct Access Computer System (DACS) requests; and any other associated user documentation.	DESTROY WHEN 2 YEARS OLD OR WHEN REFERENCE VALUE CEASES, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 10-29)
		<u>B. COMMUNICATION EQUIPMENT/SUPPORT REQUIREMENTS</u>	
		1. Security equipment requirements and all related documentation and materials.	DESTROY WHEN 2 YEARS OLD. <DA: N1-255-94-1> (N 10-11)
		2. Project support communications requirements, records consist of documents reflecting support requirements for the objectives contained in the PSCN database (OPR).	DESTROY WHEN UPDATED OR SUPERSEDED. <DA: N1-255-94-1> (N 10-5)
		<u>C. GUIDANCE, POLICY, PLANNING RECORDS</u>	
		Program files which consist of documents providing guidance or assumptions for the development of the communications segment. Files consist of overall guidance, technology plans, and ADP plans - OPR, NASA Headquarters, and MSFC Com Center ONLY.	HANDLE AS PERMANENT PENDING RETENTION APPROVAL. (N 10-4)
		<u>D. INTERFERENCE REDUCTION</u>	
		Documents relating to the testing or advising on techniques and equipment designed to reduce or eliminate electrical disturbances which cause undesirable response or malfunctioning of electric equipment.	DESTROY WHEN 6 YEARS OLD. <DA: N1-255-94-1> (N 10-8)
		<u>E. FACILITIES LEASE REQUESTS</u>	

		Documents relating to requests for providing, rearranging, and removing communication facilities, equipment, and services leased from commercial companies to meet communications objectives of NASA.	DESTROY 3 YEARS AFTER TERMINATION OF LEASE. <DA: N1-255-94-1> (N 10-7)
		<u>F. ACCOUNT FILES</u>	
		Documents relating to communication lines, i.e., telephone, data, wide-area networks, etc. Vouchers, vendors invoices, and correspondence EXCLUDING fiscal copy, and including local and commercial overseas accounting.	
	19	1. Reference copies of vouchers, bills, invoices, and related records.	DESTROY WHEN 1 FISCAL YEAR OLD. [GRS 12-2d(1)] (N 10-5)
		2. Records relating to Centers, change, work orders, removal, and servicing of equipment.	DESTROY 1 YEAR AFTER AUDIT OR WHEN 3 YEARS OLD, WHICHEVER IS SOONER. [GRS 12-2d(2)]
		3. Copies of agreements with background data and other records relating to agreements for telecommunications services.	DESTROY 2 YEARS AFTER EXPIRATION OR CANCELLATION OF AGREEMENT. [GRS 12-2e]
		<u>G. TOLL SLIPS/STATEMENTS</u>	
		Telephone, telegram, TWX, toll slips, and all other communication statements and related papers.	DESTROY 3 YEARS AFTER PERIOD COVERED BY ACCOUNT. [GRS 3-10] (N 10-14)
		<u>H. TELECOMMUNICATIONS OPERATIONAL FILES</u>	
		1. Message registers, logs, performance reports, daily load reports, and related or similar records. (Both paper and electronic.)	DESTROY WHEN 6 MONTHS OLD [GRS 12-3a] (N 10-12)
		2. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Messages maintained by the communications offices or centers, and EXCLUDING the copies maintained by the originating program office.	DESTROY WHEN 2 YEARS OLD. [GRS 12-3b]
		<u>I. WIRE/WIRELESS MESSAGE FILES</u>	

		Copies of incoming and outgoing wire/wireless message and all related records.	DESTROY WHEN 6 MONTHS OLD. <DA: N1-255-94-1> (N 10-13)
2510		General	Contact Center Records Mgr
2520		NASA Communications System	Contact Center Records Mgr
2530		Telecommunications and Messages	Contact Center Records Mgr
2540		Administrative Communications	Contact Center Records Mgr
2550		Cryptography	Contact Center Records Mgr
2570		Radio Frequency Management	(see below)
2570	20	<u>FIXED COMMUNICATIONS FILES A. FACILITY PROJECTS</u>	
		Documents relating to the establishment, approval, and construction or implementation of fixed wire/cable, blueprints on maintenance in-house and outside, and radio facility development projects.	* PERMANENT *RETIRE TO FRC 1 YEAR AFTER DISCONTINUANCE OF FACILITY. TRANSFER TO NARA 10 YEARS AFTER DISCONTINUANCE OF FACILITY. <DA: N1-255-94-1> (N 10-6)
		<u>B. OPERATIONS FILES</u>	
	20	Documents containing information and data on codes, radio frequency assignments, call signs, and lists of holders or code systems.	DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED. <DA: N1-255-94-1> (N 10-9)
		<u>C. TRAFFIC VOLUME REPORT</u>	
		Documents reflecting data on circuit usage for engineering of fixed communications facilities, planning, programming and budgeting and related papers.	
		1. Office of primary responsibility.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 10-2)
		2. All other offices/copies.	DESTROY WHEN 6 MONTHS OLD. <DA: N1-255-94-1>
2570	21	RADIO AND TELEVISION RECORDS	
		<u>A. SERVICE CONTROL FILES</u>	

		Documents related to the servicing and operation of radio and television equipment and systems, including service records and summaries of authorized equipment and service.	DESTROY WHEN SUPERSEDED OR ON DISCONTINUANCE OF THE FACILITY OR INSTALLATION, WHICHEVER IS SOONER. <DA: N1-255-94-1> (N 10-10)
		B. <u>RADIO FREQUENCY FILES</u>	
		Authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.	RETIRE TO FRC WHEN 2 YEARS OLD. DESTROY WHEN 10 YEARS OLD. <DA: N1-255-94-1> (N 10-1)
		C. <u>COMMUNICATIONS REPRESENTATION FILES</u>	
		Documents concerning representation on and recommendations to joint or other non-NASA agencies, including implementation of decisions on signal communications and electronic policies, particularly on radio frequency allocations, call signs, radio interference, and radio propagation matters.	DESTROY WHEN 5 YEARS OLD. <DA: N1-255-94-1> (N 10-3)
2600		Photographic Services Management	(see below)
2600	22	FILM CONTROL - LOGS / FORMS / CHARGE OUT CARDS	
		A. Log books, caption sheets, shelf lists, indexes, catalogs, and shot lists, used as finding aids for identification, retrieval, or use.	DISPOSE OF ACCORDING TO INSTRUCTIONS COVERING THE RELATED AUDIOVISUAL RECORDS.[GRS 21-29] (N 19-13)
		B. Forms used as finding aids, identification, or used for retrieval purposes, of films.	SEE ABOVE DISPOSITION. (N 19-12)
	22	C. Cards showing film and equipment on loan(s).	DESTROY 1 YEAR AFTER LAST ENTRY ON CARD.<DA: N1-255-94-1> (N 9-6)
2610		Equipment, Supplies, and Attachments	Contact Center Records Mgr
2620		Photographic Instrumentation	Contact Center Records Mgr
2630		Photography Services	(see below)
2630	23	PHOTOGRAPHS / STILL PICTURES NOTE: Motion Picture Films (N 19-16) AFS 1394 SEESCHEDULE 1.	

		<i>Sound Tracks AFS 1394 SEE SCHEDULE 1</i>	
		<u>A. PHOTOGRAPHIC WORK/PRODUCTION REPORT FILES</u>	
		1. Work orders and ledgers used in processing and production of photographic services (information may be contained in an electronic action tracking system).	DESTROY WHEN 3 YEARS OLD. <DA: N1-255-94-1> (N 9-4)
		2. Reports showing workload, time expended, and type of production (color, black and white, still, or motion picture).	DESTROY WHEN 1 YEAR OLD OR WHEN NO LONGER NEEDED FOR REFERENCE. <DA: N1-255-94-1> (N 9-5)
		<u>B. STILL PICTURES</u>	
		NOTE: FOLLOW CENTER SPECIFIC DISPOSITION IF ONE IS PROVIDED.	
		NOTE: Photo/negative degradation can occur when collections are stored in FRC's under non-favorable conditions. An immediate transfer to NARA should be considered instead of storing records when Agency needs ceases.	
		1. Photographs (a master and one captioned print, if available), slides and transparencies (original and one duplicate, if available) use for the visual presentation of information to the public. (This series includes any finding aids or indexes used, paper or electronic, if available.)	
		(a) MASTER NEGATIVES	
		Collections of negatives otherwise unidentified by a specific category or collection title.	* PERMANENT * RETIRE MASTER AND ONE PRINT IF AVAILABLE TO FRC IN 1 YEAR BLOCKS WHEN NO LONGER NEEDED OR WHEN 5 YEARS OLD WHICHEVER IS SOONER. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD OR SOONER. <DA: N1-255-94-1>

	23	(b) NASA HEADQUARTERS NASA Headquarters (Office of Public Affairs) will maintain one record copy of all titled and official NASA photographs and slides released to the public. (NOTE: Arrangement of records should be kept by subject or calendar year, whichever is feasible.)	HANDLE AS PERMANENT PENDING RETENTION APPROVAL.
		(c) CENTERS	
		Installation originating the photograph or slide will retain the negative and one print of each of its serially numbered NASA photographs.	*PERMANENT* RETIRE TO LOCAL FRC IN ONE YEAR BLOCKS WHEN 5 YEARS OLD. TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 25 YEARS OLD OR SOONER. <DA: N1-255-94-1>
		(d) DAMAGED NASA HEADQUARTERS STILL PHOTOGRAPH COLLECTION A water damaged subset of the NASA Headquarters photo reference collection comprised of derivative images submitted by the NASA Centers to HQ to comprise a centralized source for image copies of interest to the public and press. Each file contained captions and some multi-media combination of transparencies, negatives, hardcopy prints, and/or slides. The full headquarters collection is scheduled as Permanent under NASA Records Retention 2/23B1(b). The photo materials in this collection subset were destroyed by water damage incidents in both 2001 and 2002, and represents 28 percent of the full Headquarters collection. This subset consists of 9,680 (4,395 black and white; 5,285 color) files of unrecoverable captions, outer envelopes, prints, negatives and/or transparencies. These damaged materials have been placed in approximately 40 garbage bags.	DESTROY IMMEDIATELY UPON APPROVAL OF THIS SCHEDULE. <DA: N1-255-03-1>
		2. AMES RESEARCH CENTER (ARC)	

		The official ARC photo collection resides with the Imaging Technology Branch. Collection consists of master still negatives, photographs, and/or slides, maintained on a computerized indexed system accessed via key word search (system covers Dryden Flight Research Facility collection/records).	
		(a) One print and master negative along with associated indexes/finding aids. (Starting January 1983 and forward.)	* PERMANENT * TRANSFER ANNUALLY 1 YEAR AS IT BECOMES 11 YEARS OLD. (THIS DISPOSITION STARTS WITH RECORDS DATED AFTER 1983.) <DA: N1-255-94-1>
	23	(b) Master negatives 1939-1949	TRANSFER TO NARA JANUARY 1, 1995. <DA: N1-255-94-1>
		(c) Master negatives 1950-1960.	TRANSFER TO NARA JANUARY 1, 1996. <DA: N1-255-94-1>
		(d) Master negatives 1961-1971.	TRANSFER TO NARA JANUARY 1, 1997. <DA: N1-255-94-1>
		(e) Master negatives 1972-1982.	TRANSFER TO NARA JANUARY 1, 1998. <DA: N1-255-94-1>
		3. KENNEDY SPACE CENTER (KSC)	
		(a) Space Transportation System (STS)	* PERMANENT * RETAIN NEGATIVES ON-SITE FOR 5 YEARS. TRANSFER ORIGINALS AND ONE CAPTIONED PRINT (WHERE AVAILABLE) TO NARA, STILLPICTURES BRANCH (NNSP), COLLEGE PARK, MD, WHEN 5 YEARS OLD. INDEXES AND FINDING AIDS SHOULD BE TRANSFERRED WITH THE RECORDS. <DA: N1-255-94-1

		(b) STS Research and Development. Records include STS R&D coverage, training, and construction progress stills.	* PERMANENT * RETAIN NEGATIVES ON-SITE FOR 5 YEARS. TRANSFER ORIGINALS AND ONE CAPTIONED PRINT (WHERE AVAILABLE) TO NARA, STILL PICTURES BRANCH (NNSP), COLLEGE PARK, MD, 20740 WHEN 5 YEARS OLD. INDEXES AND FINDING AIDS SHOULD BE TRANSFERRED WITH THE RECORDS. <DA: N1-255-94-1>
		4. STENNIS PHOTOGRAPHIC COLLECTION (SSC)	
		Collection consists of master still negatives, photographs, and/or slides used for the visual presentation of information to the public. Records are tracked and logged in a computerized database which documents each picture by SSC negative numbers, date, name, and general caption/description. Official records are maintained by the Stennis Graphics Department as the office of primary responsibility, not by the requesting office or project.	
	23	(a) One print and master negative along with associated printout of computerized database/index.	* PERMANENT * TRANSFER IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. (THIS DISPOSITION STARTS WITH THE RECORDS DATED JANUARY 1, 1974.) <DA: N1-255-94-1>
		(b) Stennis Official Photographic Collection dated:	
		(1) 1962 through 1967	TRANSFER UPON APPROVAL. <DA: N1-255-94-1>
		(2) 1968 through 1973	TRANSFER JANUARY 31, 1998. <DA: N1-255-94-1>

		5. LANGLEY RESEARCH CENTER (LaRC) The original numbered photographic negative collection and associated logs. This collection consists of records dated 1958 and beyond, considered as a part of the National Aeronautics and Space Administration (NASA) collection. These negatives will be grouped in 5-year blocks along with their logs and associated finding aids.	* PERMANENT * NEGATIVES AND LOGS THAT ARE A PART OF THE NASA COLLECTION WILL BE TRANSFERRED IN 5 YEAR BLOCKS WHEN NO LONGER NEEDED BY THE AGENCY FOR ACTIVE USE OR WHEN 30 YEARS OLD, WHICHEVER IS SOONER. [N1-255-89-5]
		6. GLENN RESEARCH CENTER (GRC)	
		Currently GRC collection consists of approximately 10 years of "C#" pictures stored on-site at GRC with the remaining stored at Sandusky, Ohio. Collection is dated from 1941 to present (pre-1980 majority B/W; post-1980 majority Color). Stills are kept chronologically by "C#". Launch photography is not a part of the C-collection.	
		(a) "C" Collection. NOTE: GRC is currently underway with a project whereby this "C" collection is being transferred to an electronic/computerized access system. Therefore, TRANSFER to NARA is based on completion of this project.	
		(1) Glenn "C#" Collection will be transferred in 5 year blocks as indicated: [One master print, if available, and associated indexes/logs or other finding aids, if available.]	* PERMANENT * TRANSFER IN 5 YEAR BLOCKS STARTING JANUARY 31, 1995, WITH TRANSFER OF EACH SUCCESSIVE 5 YEAR BLOCK ONE YEAR LATER. <DA: N1-255-94-1>
	23	R 1941 through 1946 R 1947 through 1951 R 1952 through 1956 R 1957 through 1961 R 1962 through 1966 R 1967 through 1971	TRANSFER JANUARY 31, 1995. TRANSFER JANUARY 31, 1996. TRANSFER JANUARY 31, 1997. TRANSFER JANUARY 31, 1998. TRANSFER JANUARY 31, 1999. TRANSFER JANUARY 31, 2000. <DA: N1-255-94-1>

		(2) 1972 and Continuing:	* PERMANENT * NEGATIVES AND LOGS THAT ARE A PART OF THE COLLECTION WILL BE TRANSFERRED IN 5 YEAR BLOCKS WHEN NO LONGER NEEDED BY THE AGENCY FOR ACTIVE USE OR WHEN 20 YEARS OLD, WHICHEVER IS SOONER. <DA: N1-255-94-1>
		(b) "CC," "CS," and "CD" Collections.	
		Files in these collections consist of graphic artwork, photographs, and copies of the Center Director's annual message to GRC.	
		(1) "CC" Collection [Cleveland Color] FROM: Approx. 1950 to 1969. This collection consists of color still photographs. NOTE: This is a CLOSED series/collection.	* PERMANENT * TRANSFER ENTIRE COLLECTION TO NARA UPON APPROVAL. <DA: N1-255-94-1>
		(2) "CS" Collection [Cleveland Slide] FROM: Approx. 1941 to 1987. This collection contains original master "CS" and in some cases duplicates the "C#" and "CD" negatives of stills and/or graphics. NOTE: This is a CLOSED series/collection. NOTE: GRC will remove duplicate negatives prior to shipment of this collection to NARA.	* PERMANENT * TRANSFER IN 5 YEAR BLOCKS STARTING JANUARY 31, 1997. <DA: N1-255-94-1>
		(3) "CD" Collection [Cleveland Drawing] This is a collection of GRC original artwork. NOTE: This is a CONTINUING series/collection.	* PERMANENT * TRANSFER ONE 35MM SLIDE AND ONE PRINT IN 5 YEAR BLOCKS WHEN 20 YEARS OLD, STARTING JANUARY 31, 1998. <DA: N1-255-94-1>
		(c) Portraits - Photos not paintings. This collection consists of portraits of high-level center officials (1 master negative plus 1 print), and are maintained by the officials last name. NOTE: This collection is being converted to an electronic system and will be transferred to NARA after conversion and capture of the portraits on the new system has occurred.	* PERMANENT * TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD. <DA: N1-255-94-1>
	23	C. <u>R&D STILLs</u>	
		1. SELECTED PROJECT CASE FILES	

		Photographs, a master and one captioned print if available, that document significant R&D project activities. This series covers the OPR or Project Offices' original still photographs for projects that are selected by the Project Office as having historical or technical value and warrant permanent retention (see selection criteria outlined in Schedule 8, Item 5A).	* PERMANENT * TRANSFER WITH SELECTED PROJECT CASE FILE UNDER SCHEDULE 8/5A. <DA: N1-255-94-3>
		2. NON-SELECTED PROJECT CASE FILES	
		Photographs that are created during the course of a project that does not meet the selection criteria as identified in Schedule 8, Item 5A.	THESE RECORDS MAY BE RETIRED WITH THE NON-SELECTED PROJECT CASE FILES (REF. SCHEDULE 8-5B). <DA: N1-255-94-3>
		3. CENTER PHOTO LABS/OFFICES	
		Duplicate copies of above stills (Items 23-C-1 and C-2) that are maintained in the Center photo lab, audiovisual office, or any other office as reference copies.	THIS SERIES MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-3>
2630	24	VIDEO PRODUCTIONS NOTE: Record elements consist of an ORIGINAL and a duplicate, if available for all * PERMANENT * items. FOLLOW CENTER SPECIFIC DISPOSITION IF ONE IS PROVIDED.	
		A. <u>FINISHED PRODUCTIONS</u>	
		1. DOCUMENTARIES	
		Documentary style finished video productions which document installation projects, programs, or the mission of the Agency/Center, such productions may include but are not limited to: R Aeronautics and Space Reports 2. MISCELLANEOUS PRODUCTIONS	* PERMANENT * PRODUCTIONS ARE TRANSFERRED TO THE NATIONAL ARCHIVES AND RECORDS ADMINISTRATION, NONTEXTUAL DIVISION, ON AN ANNUAL BASIS OR AS CREATED. TWO COPIES OF EACH PRODUCTION WILL BE PROVIDED. ONE MASTER (FINISHED PRODUCTION) AND ONE DUPLICATE COPY. <DA: N1-255-94-1>

24	Finished video productions such as the following, but not limited to: R Training ClassesR Meetings/Conferences or Seminars	DESTROY OR REUSE WHEN NO LONGER NEEDED OR WHEN 1 YEAR OLD, WHICHEVER IS LONGER. <DA: N1-255-94-1>
	3. LANGLEY RESEARCH CENTER	
	(a) FINISHED PRODUCTIONS - (See description above)	*PERMANENT * TRANSFER IN 5 YEAR BLOCKS WHEN 10 YEARS OLD. <DA: N1-255-94-1>
	(b) R&D TECHNICAL RESEARCH	
	These videos are taped per customer requests of pure R&D projects such as testing data and footage of experiments, etc. The original footage is returned to the researcher/scientist as the requesting customer.	DESTROY WHEN NO LONGER NEEDED FOR RESEARCH REFERENCE AND EVALUATION OF SCIENTIFIC DATA. <DA: N1-255-94-1>
	4. JOHNSON SPACE CENTER (JSC) NOTE: See Chapter 8, Item 25A.	
	(a) MISSION VIDEO - MASTERS	
	Consists of launch/landing; JSC downlinks (1 original and 1 converted to color); pre-mission and post-mission press conferences; and, on-board recordings.	* PERMANENT * MASTER MEDIA WITH ALL IDENTIFYING INFORMATION. TRANSFER TO NARA WHEN 30 YEARS OLD. NOTE: Records are to be recopied every 10 years and with TRANSFER at 30 years. Included with transfer at 30, will be the earliest generation available in a then current professional video format and will include a reference copy, if available. <DA: N1-255-94-1>
	(b) MISSION VIDEO - COPIES / DUPLICATES	RETAIN AT JSC IN STORAGE. DESTROY WHEN NO LONGER NEEDED. <DA: N1-255-94-1>
	(c) MISCELLANEOUS ACTIVITIES R Test and Training ActivitiesR Productions (Scripted), i.e., General Information/Training R Documentaries of Press Conference(s)/Special Events	DESTROY OR REUSE AFTER 30 DAYS. <DA: N1-255-94-1>

		5. STENNIS SPACE CENTER (3/4" format only)	
	24	Documentary style productions on center projects and mission, including R&D projects and documentaries.	* PERMANENT * TRANSFER ANNUALLY TO NARA ONE ORIGINAL MASTER AND ONE DUPLICATE COPY OF THE VIDEO. <DA: N1-255-94-
		B. <u>STILL VIDEO PHOTOGRAPHY</u>	
		STENNIS SPACE CENTER (SSC) GLENN RESEARCH CENTER (GRC)	
		The graphics department or photo lab, as appropriate, will take the digital image and transfer the permanent information from the 2x2 disk to optical disk or the archival media acceptable at the time of transfer. Data consists of R&D or mission related documentation and is usually time sensitive.	* PERMANENT* TRANSFER TO NARA IN 5 YEAR BLOCKS WHEN 20 YEARS OLD <DA: N1-255-94-1>
		C. <u>R&D VIDEOS</u>	
		1. SELECTED PROJECT CASE FILES	
		Videos, original and duplicate, if available, that document significant R&D project activities. This series covers the OPR or Project Offices' original video (master, i.e., 1st generation) for projects that are selected by the Project Office as having historical or technical value and warrant permanent retention (see selection criteria outlined in Schedule 8, Item 5A).	* PERMANENT * TRANSFER WITH SELECTED PROJECT CASE FILE UNDER SCHEDULE 8, ITEM 5A. <DA: N1-255-94-3>
		2. NON-SELECTED PROJECT CASE FILES	
		Videos that are created during the course of a project that does not meet the selection criteria as identified in Schedule 8, Item 5A.	THESE VIDEOS MAY BE RETIRED WITH THE NON-SELECTED PROJECT CASE FILES (REF. SCHEDULE 8-5B). <DA: N1-255-94-3>
		3. CENTER PHOTO LABS/OFFICES	
		Duplicate copies of the above videos (Items 24-C-1 and C-2) that are maintained in the Center photo lab, audiovisual office, or any other office as reference copies.	THIS SERIES MAY BE RETIRED TO AN FRC WHEN 2 YEARS OLD. DESTROY WHEN 15 YEARS OLD. <DA: N1-255-94-3>

2630	25	PASSPORT FILES	
		Personnel identification or passport photographs. RETURN ORIGINAL TO REQUESTOR.	DESTROY WHEN 5 YEARS OLD OR WHEN SUPERSEDED OR OBSOLETE, WHICHEVER IS LATER. [GRS 21-2] (N 22-3)
2640		Projectors and Operator Services	Contact Center Records Mgr
2800		Information Technology (IT) Management	Contact Center Records Mgr
2800	26	RECORDS OF THE CHIEF INFORMATION OFFICER This schedule provides disposal authorization for certain records created and maintained by Federal Chief Information Officers (CIO) and their program offices	
		<u>A. INFORMATION TECHNOLOGY (IT) PROGRAM PLANNING RECORDS</u>	
		Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records. Note: This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by submission of an SF 115 to NARA.	CUT OFF ANNUALLY. DESTROY/DELETE WHEN 7 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER. [GRS27-1]
		<u>B. ENTERPRISE ARCHITECTURE RECORDS</u>	

		Records identifying the IT systems and networks required to perform the agency's mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency's baseline architecture, target architecture, and related sequencing plans.	CUT OFF WHEN SUPERSEDED BY A NEW ITERATION OF THE ENTERPRISE ARCHITECTURE. DESTROY/DELETE WHEN 7 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER [GRS27-2]
		<u>C. IT CAPITAL INVESTMENT RECORDS</u>	
		Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records. Note: Records needed to support contracts are scheduled under GRS 3.	CUT OFF ANNUALLY. DESTROY/DELETE WHEN 7 YEARS OLD OR WHEN NO LONGER NEEDED, WHICHEVER IS LATER [GRS27-3]
		<u>D. LEGAL AND REGULATORY COMPLIANCE RECORDS</u>	
	26	Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records. Note: Records needed to support contracts are scheduled under GRS 3.	
		Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.	CUT OFF ANNUALLY. DESTROY/DELETE WHEN 5 YEARS OLD. [GRS27-4]
		<u>E. CIO COMMITTEE RECORDS</u>	

Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspon

| [TOC](#) | [Preface](#) | [ChangeHistory](#) |
[Introduction](#) | [Chapter1](#) | [Chapter2](#) |
[Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
[Chapter6](#) | [Chapter7](#) | [Chapter8](#) |
[Chapter9](#) | [Chapter10](#) | [AppendixA](#) |
[AppendixB](#) | [AppendixC](#) |
[AppendixD1](#) | [AppendixD2](#) | [ALL](#) |

| [NODIS Library](#) | [Organization and Administration\(1000s\)](#) | [Search](#) |

DISTRIBUTION: **NODIS**

This Document Is Uncontrolled When Printed.

Check the NASA Online Directives Information System (NODIS) Library to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>
